

REZONING CHECKLIST

Requirements for filing a petition

- ☐ 1. One (1) completed **checklist** (this form).
- ☐ 2. One (1) completed **petition**, typewritten, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 35 days prior to a scheduled public hearing.
- ☐ 4. One (1) copy of **Zoning Base Map**, scale of 1 = 1000, **with the boundaries of the site indicated**. Base maps are available in Room 1821 for a nominal charge. Zoning Base Maps may be downloaded from the city website at: www.indy.gov/dmdplan and then go to 'Maps' then click on 'Base Maps'.
- ☐ 5. Three (3) copies of the **Ordinance** (white form titled "City-County Rezoning Ordinance No.") correctly completed, typewritten, with the proposed Zoning District and Zoning Ordinance in the appropriate blanks. A legible legal description must also be provided or referenced and attached to the Ordinance.
- ☐ 6. Four (4) copies of the **legal description** attached to the petition. Attach one to the petition; attach one copy to each of the Ordinances as referenced above.

Metes and bounds descriptions should include two (2) copies of the perimeter survey, drawn to scale.

- or -

Recorded subdivision legal description includes lot number, section number, subdivision name, plat book number with page number and must include a plat map (plat maps are available in Room 741 for a nominal charge).

For additional information regarding the requirements of the legal description, consult the informational flyer titled "Legal Description Requirements".

- ☐ 7. If a C-S or D-P classification is requested, **three (3) copies of a preliminary site plan** must be filed. If a D-P classification is requested, **three (3) copies of a written development statement** must also be submitted.
- ☐ 8. If the **"Statement of Commitments" forms** are filed (referenced as Exhibit "B" by the MDC Rules of Procedure), one (1) original and four (4) copies are required. Forms must be typewritten and must be signed by the current owner of record. Agents are not acceptable. Legible legal description must be included or attached to each.
- ☐ 9. **Non-refundable filing fee**. Checks are to be made payable to "City of Indianapolis".
- ☐ 10. **Refundable deposit** for the On-Site Notice. The On-Site Notice must be posted in a conspicuous location along each street frontage of the affected property. A deposit of \$75 per sign must be provided and may be rendered either at the time of filing or at the time of receipt of the Notice. Checks are to be made payable to "City of Indianapolis".
- ☐ 11. **Contact person** identified. The Contact Person will be notified when Legal Notice is prepared; contacted to provide additional information; and will receive the written Staff Report:

Name (print): _____

Address: _____

Daytime Phone: _____

Fax: _____

E-Mail Address: _____

All forms must be typewritten and all documents must be legible !